

## Free/Reduced Fact Sheet: No Income

Households reporting \$0 income are eligible for free meals the following ways:

**1. No Income box checked**

- a. If the no income box is checked next to each household member, the application may be approved for free meals based on face value.
- b. Highly recommended to flag this application to Verify for Cause.

**2. \$0 written next to household members**

- a. If \$0, “zero” or “no income” is written next to the household members, the application may be approved for free meals based on face value.
- b. Highly recommended to flag this application to Verify for Cause.

**3. If neither the No Income box was checked, nor \$0 written on the application**

- a. Schools are allowed to process applications that do not have the No Income box checked or \$0 written on the application. The application must convey to the applicant that any income field left blank is a positive indication of no income and certifies that there is no income to report.
- b. Approve the application based on face value.
- c. Highly recommended to flag this application to Verify for Cause.

### Tips for Verification for Cause

- Ask the household where are they living? How are they meeting their expenses?
- Schools can request additional written documentation or collateral contact corroboration to support the household’s situation.
- This might be a homeless situation, contact your school’s homeless liaison.

### Additional Resources:

- [Verification for Cause Fact Sheet](#)
- [Eligibility Guidance Manual](#)

### Eligibility Guidance Manual References

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